

**St Aidan's Church of England High School  
General Teaching Assistant Job Description  
25 hours per week (Term time only, including Training Days)  
Band 4**

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The key responsibilities of a teaching assistant are to support the needs of children with special educational needs under the direction of the class teacher, Head of Learning Support and Second in Learning Support.

The Teaching Assistant role covers:

**Support students during learning activities**

- Complete the TA / Teacher Agreement which outlines the specific support needs of each lesson
- Assist students with literacy or numeracy under the direction of the teacher or Head of Learning Support
- Be aware of student needs by reading the Learning Support Register
- Address the strategies outlined in students' Inclusion Passports
- Support named students within a large group setting
- Assist the teacher in supporting other students within the classroom
- Withdraw a student if directed to work individually
- Provide feedback to the teacher on progress
- Support students in other areas of their learning e.g. scribe, read or invigilate examinations

**Encourage Independence**

- Provide a level of attention appropriate to the student's needs – enough support to enable to complete tasks as independently as possible
- Provide visual support which will enable the student to work without verbal prompts for a time

**Assist the Teacher in Preparing the Learning Environment**

- Help to set out equipment
- Give out books and materials
- Switch on computers

**Student Behaviour**

- Assist in the implementation of the school's behaviour policy
- Liaise with class teachers and heads of year to support the management of pupil behaviour
- Report any behaviour problems to the teacher

- Provide written information for parental meetings / student reviews
- Liaise with parents via the student's home / school Communication Book
- Discuss any behaviour difficulties with the Head of Learning Support

### **Review and develop own professional practice**

- Take part in a performance management meeting in which personal targets are set with line managers within the department
- Attend monthly after-school teaching assistant meetings in which training is incorporated
- Attend an in-service training day
- Attend training provided by outside agencies if applicable

### **Contribute to annual review meetings**

- Complete the Student Review Sheet with the pupil prior to the review
- Provide a written report for the meeting
- Provide verbal contributions in the review meeting

### **Promote social and emotional development of pupils**

- Support pupils in developing appropriate relationships
- Help to develop self-esteem of pupils
- Encourage students to attend clubs within the school
- Inform new students about the Learning Support Game Club
- Provide some student support at break and/or lunchtimes (Payment for this will be in addition to the salary)

### **Support maintenance of pupil safety**

- Read the Learning Support risk assessment before using the LS kitchen
- Be aware of the needs of students by reading the Learning Support Register
- Be vigilant within the classroom for hazards
- Be aware of medical issues / risk assessments when attending school trips

### **Support use of ICT in the classroom**

- Assist students with the use of programmes such as Word, Excel and PowerPoint
- Report technical faults to the teacher or network office
- Be aware of internet safety
- Assist students with minor technical difficulties

### **Liaison with other team members and parents in a professional manner**

- Be aware of school policy for confidentiality
- Interacting appropriately and professionally with parents/carers, teachers and other colleagues within the school
- Refer parental issues to other professionals within school
- Read student Communication Books and address issues promptly